



**MUNICIPAL EMERGENCY DISPENSING SITE (EDS)
PLAN REVIEW
ESSENTIALS CHECKLIST**

Local SNS Management Infrastructure

- ☐ Include location, population throughput information and anticipated hours of operation for all emergency dispensing site (EDS) locations within community
- ☐ List the names and 24/7 information for the following:¹
 - ☐ Contacts for the activation of the EDS as listed with the Massachusetts Department of Public Health (MDPH)
 - ☐ Local emergency management director (EMD)
 - ☐ Board of Health (BOH) members
 - ☐ Security coordinator
 - ☐ Communications coordinator
 - ☐ Public Information Officer (PIO)
 - ☐ Site managers for each EDS location
 - ☐ Alternates named for each of the above positions
 - ☐ Regional Massachusetts Emergency Management Agency (MEMA) office information (phone, fax, etc.)
- ☐ Incorporate EDS plan in the municipal electronic comprehensive emergency management plan (e-CEMP) as administered by your EMD
- ☐ Determine a notification/call-down list to activate the command staff¹
- ☐ Develop notification/call-down lists for personnel at each EDS¹

¹ This information should be contained in appendices to the plan for ease in updating. References within the plan itself should be made by using EDS position titles as opposed to individuals' names. The names can be delineated in the appropriate appendices.

- ☐ Draft job descriptions (job action sheets) for general command staff and EDS clinical and non-clinical personnel

Traffic Control

- ☐ Confer with local police and public works departments to develop traffic control plan and evaluate safety needs (interior and exterior) relating to EDS
- ☐ Work with local police to develop plans for the provision of security for Strategic National Stockpile (SNS) medications

Local SNS Logistics Issues

- ☐ Identify receiving sites at the actual EDS facility (i.e. gymnasium door, cafeteria loading dock)
- ☐ Identify staging areas for the general population, if applicable
- ☐ Evaluate EDS and staging area security with local law enforcement
- ☐ Ensure provision of secured cold storage should vaccines require cold-chain storage
- ☐ Map out a queuing plan (clinic flow maps) for pedestrian traffic through EDS
- ☐ Confirm that necessary materials such as tables, chairs, etc. are provided at each EDS or can be easily acquired
- ☐ Draft protocol/policy to allow adults to pick up materiel for household members to shorten queues at EDSs
- ☐ Address facility access needs of special populations by having at least one ADA (Americans with Disabilities Act) compliant EDS
- ☐ Ensure that adequate signage would be visible and language appropriate for the public and staff at the EDS

Local Treatment Centers

- ☐ Determine which local treatment centers will receive symptomatic individuals
- ☐ Maintain 24/7 contact information for local treatment centers (hospitals), including an emergency liaison to the local incident command

Special Populations

- ☐ Determine how needs of special populations are to be met

Local Communication

- ☐ Confirm that any radio frequencies to be utilized are listed in the local EDS plan
- ☐ Develop an internal communication system for use within the EDS
- ☐ Map out configuration of communication channels between EDS(s), the local emergency operations center staff and incident command
- ☐ Consider including details on conference calls for incident command staff and the utilization of e-mail and the Internet in the EDS plan
- ☐ Register local boards of health, emergency management directors, and other critical personnel with the Health and Homeland Alert Network (HHAN)

Local Training, Evaluation and Exercise Requirements

- ☐ Integrate EDS plan into existing municipal training and exercise plans
- ☐ Complete National Incident Management System (NIMS) Incident Command System (ICS) courses (IS-700, ICS 100)

Please refer to the Emergency Dispensing Site Plan Review Checklist (Extensive) should you wish for additional plan review considerations. You may obtain this document by contacting your Regional Coordinator or by emailing EDSINFO.DPH@dph.state.ma.us.